



CITY OF LODI
COUNCIL COMMUNICATION
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AGENDA TITLE: Authorize staff to amend the General Plan Update Scope of Services to expand the Community survey to include all City residents and adjust the budget by \$7,200.00 for a total of \$17,700.00

MEETING DATE: May 16, 2007

PREPARED BY: Community Development Department

RECOMMENDED ACTION: Authorize staff to amend the General Plan Update Scope of Services to expand the Community survey to include all City residents and adjust the budget by \$7,200.00 for a total of \$17,700.00.

BACKGROUND INFORMATION: On May 17, 2006, the City Council entered into a contract with the consulting firm of Dyett & Bhatia for contract services related to the update of the General Plan.

Dyett & Bhatia have been working with their consulting team and with City staff to gather as much information as they can regarding the City of Lodi and the issues that will be addressed in the General Plan Update. At the September 14, 2006 General Plan Update City Council/Planning Commission joint workshop, Councilors and Commissioners supported the General Plan's community participation program. However, the Council requested to expand inclusiveness by extending the survey to all households in the City rather than one in three as stated in the Scope of Services. Dyett & Bhatia are requesting additional funds to cover costs and expenses that will accrue as result. The additional funding request is estimated to be \$7,200.00. The total original cost of the survey proposed was \$10,500.00. The total proposed cost is estimated at \$17,700.00.

The cost for design of the survey, as well as preparation of a report on the survey findings is already included in the base General Plan Scope of Work—these costs will not increase if survey dissemination is expanded. However, additional responses will need to be mechanically entered into a master database (coded). The already contracted scope of work assumes that 600 total completed surveys would be received. Assuming an average response rate of eight percent of the total number of Lodi households (roughly 22,500), approximately 1,200 additional (1,800 total) completed surveys could be expected, which will need to be coded for analysis as part of this task.


Under this scope, the City will only be billed for the actual number of additional surveys (beyond 600) received at \$6 per survey. (So, for example, if a total of 900 surveys are received, the City shall be billed $300 \times 6 = \$1,800.$)

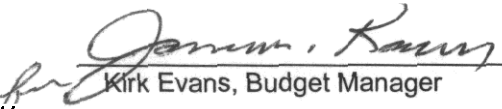
APPROVED: _____


Blair King, City Manager

FISCAL IMPACT: \$7,200 (estimated). It could be more or less depending on the number of surveys actually received. To date, Dyett and Bhatia has billed the City for \$198,604.92 or 22% of the total contracted budget authorized for the original General Plan Update of \$920,020.00.

FUNDING AVAILABLE: One million dollars has been allocated for the entire General Plan Update Project from the Capital Improvement Program.
This proposal is for the estimated amount of \$7,200 above the originally contract amount.


Peter Pirnejad
Planning Manager


Kirk Evans, Budget Manager


Randy Hatch
Community Development Director

Attachments: 1. First Amendment To Agreement For Professional Services
 2. Exhibit A

**FIRST AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

This FIRST AMENDMENT to AGREEMENT FOR PROFESSIONAL SERVICES dated May 17, 2006 is entered into as of _____, 2007, by and between the CITY OF LODI, a Municipal Corporation (hereinafter "CITY") and Dyett & Bhatia, a California Corporation (hereinafter "CONSULTANT").

CITY and CONSULTANT hereby agree as follows:

1. Article 2: Scope of Services of AGREEMENT is amended to include additional services, as set forth in Exhibit A.
2. Article 3: Compensation of AGREEMENT is amended to increase by an estimated \$7,200 to a total amount of \$ 927,220 with the final cost to be more or less based on the number of surveys actually received over 600 at \$6.00 each.

All other provisions of the AGREEMENT shall remain in full force and effect.

CITY OF LODI, a municipal corporation

ATTEST:

By _____
RANDI JOHL
CITY CLERK

By _____
BLAIR KING
CITY MANAGER

APPROVED AS TO FORM:

CONSULTANT

DYETT & BHATIA, a California corporation

By _____
D. STEPHAN SCHWABAUER
DEPUTY CITY ATTORNEY

By: _____
RAJEEV BHATIA
PRINCIPAL

BACKGROUND

At the September 14, 2006 General Plan Update City Council/Planning Commission joint workshop, Councilors and Commissioners supported the General Plan's community participation program. However, to expand inclusiveness, staff and consultants were asked to explore options for extending the community survey to all households in the City (rather than one in three).

This scope of work provides achievement of these objectives, and includes the following tasks:

SCOPE OF WORK: EXPANDED SURVEY TO ALL HOUSEHOLDS IN THE CITY

The cost for design of the survey, as well as preparation of a report on the survey findings is already included in the base General Plan Scope of Work—these costs will not increase if survey dissemination is expanded. However, additional responses will need to be coded. The already contracted Scope of Work assumes that 600 total completed surveys would be received. Assuming an average response rate of eight percent, approximately 1,200 additional (1,800 total) completed surveys could be expected, which will be coded for analysis as part of this task. Our scope continues to envision that all completed surveys will be analyzed and coded (and not just a sample).

Under this scope, the City shall only be billed for the actual number of additional surveys (beyond 600) received at \$6.00 per survey. (So, for example, if a total of 900 surveys are received, the City shall be billed $300 \times 6 = \$1,800$.) In the unlikely event that more than a total of 1,800 responses are received, Dyett & Bhatia shall inform the City; coding for additional surveys (beyond 1,800) shall be \$6.00 per survey. (Note that the Scope of Work continues to envision that printing and mailing of the survey will be done by the City.)

Total Estimated Cost: \$7,200